

**Lunenburg Council on Aging
Annual Meeting Minutes
June 9, 2015**

Minutes Approved at the 8/11/2015 COA Meeting

CALL TO ORDER: Chairperson Pete Lincoln called the meeting to order at 9:30AM.

Present: Pete Lincoln (Chairperson), Doreen Noble (Director), Debbie Lincoln, Sarah Grant, Diane Nowd, Betty DiGiacomo, Kevin McNally, Cheryl Moisan, Judy Tarbell, Jacquelyn Dwyer, Brian Guenard & Sue Doherty (Admin. Asst).

Excused: Deb Seeley

Guest: Jane Rabbitt (potential new COA board member)

ANNOUNCEMENTS:

- **Remembrance of Bob Upton:** Mr. Lincoln mentioned the passing of long time Lunenburg resident and Eagle House Senior Center patron, Bob Upton, and asked that a moment of silence be observed in his memory.

MINUTES APPROVAL: Ms. Grant moved to accept the May 12, 2015 Council on Aging minutes.
Ms. Dwyer seconded. On vote, motion carried unanimously.

CURRENT BUSINESS

1. Director's Report:

- **Budget Report:** Ms. Noble reported that all of the year end expenses/invoices have been taken care of with the exception of one invoice. She explained that she had been working with the Town Accountant's office to rectify the COA budget and there will be \$150 left in the COA accounts.
The FY2016 budget is ready to go and Ms. Noble will review it with Ms. Doherty.
Ms. Noble thanked the board for their support and encouragement to her and said that "it has been a privilege to work for the Town of Lunenburg".
Ms. Noble turned the meeting over to Sue Doherty and excused herself from the rest of the meeting.
- **Building Repair Progress:** Ms. Doherty reported that DPW is considering installing a rubber roof over the section of the foyer which suffers water damage during the winter due to ice dams. Repair work will not begin on the water damaged sections of the ceilings in the hallway and walls until this is completed.
- **Eagle Scout Walkway:** The Eagle Scout who is planning on installing the walkway from the upper parking lot to the lower lot has not contacted the senior center yet about his final plans for this project.

2. Resignation of COA Board Member Deb Seeley: Mr. Lincoln informed the board that the COA Vice Chairperson had tendered her resignation effective June 1, 2015. Ms. Seeley has begun a new job and will be unable to continue on the COA board. Mr. Lincoln praised Ms. Seeley on all of her contributions to not only the COA board but to the other boards/committees which she has been involved with in the town.

3. Wish List for submission to Supporters of Eagle House Inc. : Ms. Doherty informed the board that she had attended the last Supporters of the Eagle House Inc. meeting with Ms. Noble and presented them with the COA "wish list" which included plans for a new shed and benches.

The Treasurer of the Supporters, Jim Hays, informed her that they have approximately \$8000 remaining in the parking lot fund. He has contacted most of the donor's to this fund who have agreed to allow their donations to be designated to other uses for the senior center such as equipment for the recreation behind the center.

4. COA Volunteers for Thursday July 23rd 4-6PM Chicken BBQ: A list was distributed, by request of COA Outreach Coordinator Faith Anderson, for COA board members to sign up for volunteer duty at the July 23rd Chicken BBQ. Members who volunteered were Sarah Grant, Cheryl Moisan, Diane Nowd, Judith Tarbell, Deborah Lincoln, Pete Lincoln, and Kevin McNally.

5. COA Volunteer Cookout Monday August 17th 11AM-2PM: A list was distributed for COA board members to sign up for volunteer duty at the COA Volunteer Recognition Cookout on August 17th. Members who signed up were Sarah Grant, Cheryl Moisan, Betty DiGiacomo, Diane Nowd, Judith Tarbell, Debbie Lincoln, Kevin McNally, and Pete Lincoln.

6. Discussion/Vote for Slate of COA Officers FY16: Mr. McNally moved to nominate Pete Lincoln to Chairperson of the Council on Aging for a 1 year term. Ms. Lincoln seconded. On vote, motion carried unanimously. After due diligent discussion the board decided to nominate Jacquelyn Dwyer to Vice Chairperson of the Council on Aging. This nomination will be voted on at the August 2015 COA meeting.

7. Task Groups (suggestions):

The board discussed the roles of each task group and the practicality of continuing with assigning individual board members to these groups. Members felt that the board as a whole is capable of discussing these matters during COA meetings and if needed an individual member would be assigned to research and report back on any issue that may arise. This will be discussed again at a future COA meeting.

- **Advocacy** (*charge of task group is to deal with elder issues within Lunenburg*)

Ms. Dwyer presented changes to the board which were made to the Boston Post Cane recipient determination procedure. After discussion, the board decided that further discussion with the Board of Selectmen was needed to finalize protocol on this procedure. This will be continued to the August 2015 COA meeting. Discussion was also held concerning the charge of the Council on Aging in the Lunenburg Town Charter. The Board of Selectmen will be contacted concerning designating a liaison to the COA.

Ms. Dwyer mentioned that she will be doing a Medication Reconciliation program at the senior center on June 18th and if needed would be willing to continue with this program on a regular basis at the senior center.

- **Communication** (*charge of task group is to deal with how the staff, board members and senior center participants communicate with each other.*)

Mr. Lincoln remarked on the Council on Aging Eagle House information flyer saying that he would still like to pursue a bulk printing of it for distribution throughout the town.

- **Public Relations** – (*charge of task group is to further investigate how to reach a broader audience*)

A brief discussion was held regarding procuring a booth at the Lion's Club sponsored fair to be held at Stillman's Farm in September. Discussion on this will be held again at the August COA meeting.

NOTICES & COMMUNICATIONS: None

BOARD COMMENT:

Members were reminded about the retirement party being held for the Ms. Noble on Wednesday June 3rd at the Eagle House from 4-6PM.

Mr. Lincoln requested that election of a new board member be placed on the August agenda.

PUBLIC COMMENT: None

ADJOURNMENT

Being no further business, Ms. Grant moved to adjourn the COA meeting. Ms. Dwyer seconded.

On vote, motion carried unanimously.

Meeting adjourned at 10:52AM

UPCOMING MEETING SCHEDULE No July meeting

August 11, 2015, 9:30am

Respectfully Submitted

Susan Doherty - Administrative Assistant Lunenburg - Council on Aging